



Department of Medical Assistance Services
600 East Broad Street, Suite 1300
Richmond, Virginia 23219

<http://www.dmas.state.va.us>

MEDICAID PROVIDER MANUAL UPDATE

TO: All Community Mental Health Rehabilitative Services providers participating in the Virginia Medical Assistance Program, Health Maintenance Organizations providing services to Virginia Medicaid recipients, and all holders of the *Community Mental Health Rehabilitative Services* Medicaid provider manual **UPDATE:** CMHR-01-02

FROM: Patrick W. Finnerty, Director **DATE:** 5/1/02
Department of Medical Assistance Services

SUBJECT: Update to First Edition of the *Community Mental Health Rehabilitative Services* provider manual

The purpose of this memorandum is to provide revised pages for your provider manual. The attached table shows the changes to the manual. Please insert the new pages and retain the attached table.

Amendments to Chapter II update the table of contents, expand the qualifications for mental health workers and para-professionals, refer providers to the 90-Hour Training Program for Para-Professional Staff added to the "Exhibits" section, update the "Exhibits" Table of Contents, include a revised provider participation agreement, refer providers to "Replenishment of Billing Materials" in Chapter V to obtain a copy of the Third Party Liability Form (DMAS-1000), revise the Table of Contents for the "Exhibits" section, delete the form for ordering Medicaid forms and brochures, delete an incorrect form number from the Mailing Suspension Request form in the exhibits, and renumber the "Exhibits" section pages due to the deletion of the form for ordering Medicaid forms and brochures.

Amendments to Chapter IV state that an assessment by a LMHP or by a QMHP and approved by the LMHP must be documented to provide a basis for determining the client's current and potential strengths, weaknesses and service or support needs, using formal or informal evaluation information techniques; state in the introductory summary that the ISP is developed by the designated provider, change the provision of Community Mental Health Services to "delivered" rather than "restricted" to specific populations based on the mental health needs of each individual; delete age as a requirement to receive these services; clarify the recommendation for a physical examination for Community Mental Health Rehabilitation; clarify that vocational services are not a reimbursable service under Psychosocial Rehabilitation (Z8510); and delete some duplicative language regarding coordination with the case management agency.

The amendments to Chapter V clarify that time spent in documentation, travel and clinical supervision is not a part of service delivery and may not be billed separately, clarify that Case Management Activities are a component of Intensive In-Home Services-Units and clarify that, as a temporary measure time may be accumulated to reach a billable unit for Intensive Community Treatment, and revise information regarding the replenishment of billing materials, including the deletion of the order form Department of Medical Assistance Services Request for Forms/Brochures/Invoices/Envelopes (DMAS-161 8/2001 DAG c/forms), as DMAS is no longer supplying all of these forms.

Amendments to Chapter VI clarify the contents of the record requirements for the documentation, add a recommendation for an assessment of adaptive functioning to support medical necessity criteria, clarify that recipients should be referred for a physical examination with the results for this examination included as a part of the mental health record, and change the provider of the assessment for medical or clinical necessity for Psychosocial Rehabilitative Services from a licensed mental health professional to a LMHP or a QMHP and approved by the LMHP.

Please review these changes carefully.

COPIES OF MANUALS

DMAS publishes searchable and printable copies of its provider manuals and Medicaid memoranda on the Internet. Please visit the DMAS website at www.dmas.state.va.us. Refer to the Provider Column to find Medicaid and SLH provider manuals or click on "Medicaid Memos to Providers" to see Medicaid memoranda. The Internet is the fastest way to receive provider information.

"HELPLINE"

The "HELPLINE" is available Monday through Friday from 8:30 a.m. to 4:30 p.m., except State holidays, to answer questions. The "HELPLINE" numbers are:

786-6273	Richmond area
1-800-552-8627	All other areas

Please remember that the "HELPLINE" is for provider use only.

Attachment (1)

COMMUNITY MENTAL HEALTH REHABILITATIVE SERVICES MANUAL
REVISION CHART
May 1, 2002

SUMMARY OF REVISIONS

MANUAL SECTION	MATERIAL REVISED	NEW PAGE NUMBER(S)	REVISED PAGE(S)	REVISION DATE
Chapter II	Table of Contents, Pages 5-6.1, 10 and 12 and Pages 1 and 3-5 of the Exhibits	Page 6.2	Table of Contents, Pages 5-6.1, 10 and 12 and Pages 1 and 3-5 of the Exhibits	5/1/2002
Chapter IV	Table of Contents and Pages 2-4.1, 6, 8, 8.1, 10-12.2, 15.1, 16, 25-26	Pages 6.1 and 26.1	Table of Contents and Pages 2-4.1, 6, 8, 8.1, 10-12.2, 15.1, 16, 25-26	5/1/2002
Chapter V	Table of Contents, Pages 3-6, Page 22		Table of Contents, Pages 3-6, Page 22	5/1/2002
Chapter VI	Table of Contents and Pages 5-8 and 11	Pages 8.1 and 11.1	Table of Contents and Pages 5-8 and 11	5/1/2002

FILING INSTRUCTIONS

MANUAL SECTION	DISCARD	INSERT	OTHER INSTRUCTIONS
Chapter II	Table of Contents, Pages 5-6.1, 10 and 12 and Pages 1 and 3-5 of the Exhibits	New Table of Contents, Pages 5-6.2, 10 and 12 and Pages 1 and 3-5 of the Exhibits	
Chapter IV	Table of Contents and Pages 2-4.1, 6, 8, 8.1, 10-12.2, 15.1, 16, 25-26	New Table of Contents and Pages 2-4.1, 6-6.1, 8, 8.1, 10-12.2, 15.1, 16, 25-26.1	
Chapter V	Old Table of Contents, Pages 3-6, Page 22, and Page 2 of the Exhibits	New Table of Contents, Pages 3-6, and Page 22	
Chapter VI	Table of Contents and Pages 5-8 and 11	New Table of Contents and Pages 5-8.1 and 11-11.1	